

# How to Use the Art & Instructional School Supplies Statewide Contract

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|--|---|
| <b>Contract #:</b> OFF35   | <b>Contract Duration:</b> 10/01/2012 to 09/30/2017  |
| <b>MMARS #:</b> OFF35*   | <b>Options to Renew:</b> multiple totaling original term length                               |
| <b>Contract Manager:</b>   | Peter Etzel 617-720-3397 <a href="mailto:peter.etzel@state.ma.us">peter.etzel@state.ma.us</a> |
| <b>This contract contains:</b> Prompt Payment Discounts (PPD), Environmentally Preferable Products (EPP) |   |
| <b>UNSPSC:</b>   | 60-10-17  |
| <b>Last change date:</b>   | 5/27/16   |

### Contract Summary

This contract is a Cooperative Purchase between the State of Connecticut and the Commonwealth of Massachusetts. This contract is divided into two parts: **Part A, Fixed Price** has products ranging from composition books, anti-dust chalk, Crayola washable markers, chalk, finger paints, newsprint, construction paper, drawing paper, scissors and many more items and **Part B, Percentage Off a Dated Catalog** has products ranging from mining/raw & moist clay supplies, Kemper sculpting tools, language arts comprehension games, sports & foam balls for multiples sports and many more items.

### Vendor List and Contact Information

The available Contractors are listed by category below. To order see the Pricing, Ordering & Billing Information section starting on page 3. COMMBUYS ordering information begins on page 10. PO numbers in the following chart are the COMMBUYS contract for the vendor. There is also a general information COMMBUYS PO C134572-vCurrent.



OPERATIONAL SERVICES DIVISION

| Category A Vendors                 | Contract Manager | Phone Numbers     | Email  | PPD   |
|------------------------------------|------------------|-------------------|--|-------|
| School Specialty                   | Steve Herren     | 717-581-7742      | <a href="mailto:Steve.Herren@schoolspecialty.com">Steve.Herren@schoolspecialty.com</a> | 1%/10 |
| PO-14-1080-OSD01-OSD10-00000000345 |                  |                   |  |       |
| WB Mason                           | Roger Needle     | 888-926-2766x1552 | <a href="mailto:roger.needle@wbmason.com">roger.needle@wbmason.com</a>                 | 5%/30 |
| PO-14-1080-OSD01-OSD10-00000000347 |                  |                   |  |       |

| Category B Vendors                 | Contract Manager | Phone Numbers          | Email  | PPD   |
|------------------------------------|------------------|------------------------|--|-------|
| Cascade School Supplies            | Todd Shafer      | 413-663-3716 x16       | <a href="mailto:todd@cascadeschoolsupplies.com">todd@cascadeschoolsupplies.com</a>                       | 1%/10 |
| PO-14-1080-OSD01-OSD10-00000000330 |                  |                        |  |       |
| Kaplan Early Learning              | Kate Shelton     | 800-334-2014 Ext. 6126 | <a href="mailto:bids@Kaplanco.com">bids@Kaplanco.com</a>   | 1%/30 |
| PO-14-1080-OSD01-OSD10-00000000333 |                  |                        |  |       |
| Kurtz Bros.                        | Jeff Pistner     | 814-765-6561 x2657     | <a href="mailto:jpistner@kurtzbros.com">jpistner@kurtzbros.com</a>                                       | 1%/10 |
| PO-14-1080-OSD01-OSD10-00000000336 |                  |                        |  |       |
| Lakeshore Learning Materials       | Tery Amaya       | 800-421-5354 x2986     | <a href="mailto:abicanek@lakeshorelearning.com">abicanek@lakeshorelearning.com</a>                       | 1%/20 |
| PO-14-1080-OSD01-OSD10-00000000338 |                  |                        |  |       |
| Office Depot                       | Brett Bouvier    | 774-245-7622           | <a href="mailto:brett.bouvier@officedepot.com">brett.bouvier@officedepot.com</a>                         | 1%/15 |
| PO-14-1080-OSD01-OSD10-00000000341 |                  |                        |  |       |
| S&S Worldwide                      | Linda Smith      | 860-537-3451 x1        | <a href="mailto:LSmith@ssww.com">LSmith@ssww.com</a><br><a href="mailto:bids@ssww.com">bids@ssww.com</a> | 2%/10 |
| PO-16-1080-OSD03-SRC3-000000007799 |                  |                        |  |       |
| Staples                            | Joel Hintz       | 203-521-7635           | <a href="mailto:Joel.Hintz@staples.com">Joel.Hintz@staples.com</a>                                       | 1%/15 |
| PO-14-1080-OSD01-OSD10-00000000346 |                  |                        |  |       |

## Who Can Use This Contract?

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

### Eligible Entities:

01. Cities, towns, districts, counties, and other political subdivisions;
02. Executive, Legislative, and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies;
04. Local public libraries, public school districts and charter schools;
05. Public hospitals owned by the Commonwealth;
06. Public institutions of higher education;
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

## Pricing, Ordering & Billing Information

COMMBUYS users – please also see the COMMBUYS section starting on page 10.

### Part A and B (Fixed Price items and Catalog % Discount) Awarded Contractors:

**SCHOOL SPECIALTY, INC. COMMBUYS PO-14-1080-OSD01-OSD10-00000000345**

#### **Awarded Part A and Part B Fixed Price Items and Catalog % Discount**

**Part B 32% Off with a 9 prefix on the following catalogs -**

**“School Specialty Educational Essentials”, “ABC/Early Education”, “Abilitation Catalog/Special Needs”,**

**“Childcraft/Early Education”, “Sax/Art Education”, “Sportime” Catalog, “The Speech Bin Catalog”.**

***Catalog items with a prefix digit of “6, 7” or “8” will receive a 10% off.***

**(Unless catalog bears notation; no other discounts apply)**

**Additional Discount for web-based (internet) ordering. 1%**

**Additional 1% when entity reaches \$250,000.00 level per subdivisions.**

**Prompt Payment Discount (PPD): 1% for 10 Days**



**Order Placement & Customer Care Department (order or shipment status, damages, shortages):**

888-388-3224 Phone or 888-388-6344 Fax

Email: [orders@schoolspecialty.com](mailto:orders@schoolspecialty.com) **OR** Email: [customercare@schoolspecialty.com](mailto:customercare@schoolspecialty.com)

**Order Placement on line:** School Specialty has a website geared specifically for school districts at [www.schoolspecialty.com](http://www.schoolspecialty.com) Orders for back to school delivery received before July 15th will be guaranteed to arrive on or before August 15. Should a customer require a specific delivery date for back to school orders sent in before July 1, School Specialty will pack those orders and hold them for the specified delivery date. Multiple teacher orders may be placed at one time. School Specialty can package each teacher's order individually, identify the teacher's/classroom name on the label of the carton and ship all orders to arrive in the same delivery.

**Billing/Invoicing:** School Specialty can offer consolidated billing when products are shipped and July 1 billing is available for back to school orders shipped before that date. School Specialty does not have the flexibility in invoicing customers daily, weekly, monthly etc.

#### **W.B. MASON COMMBUYS PO-14-1080-OSD01-OSD10-00000000347**

##### **Awarded Part A and Part B Fixed Price Items and Catalog % Discount**

**Part A Fixed Price, "W.B. Mason School Catalog": 46% Off**

**"W.B. Mason School Catalog" "Specialty Items" pages 187-202: 15% Off**

**Additional 2% when entity reaches \$225,000.00 level.**

**Prompt Payment Discount (PPD): 5% for 30 Days**

**Order Placement:** Phone: 888-926-2766 x1552 or Fax: 800-262-1622

Email: Roger Needle [roger.needle@wbmason.com](mailto:roger.needle@wbmason.com)

Online: [www.wbmason.com](http://www.wbmason.com)

For ordering: Use individual account

**Order Cut-Off and Shipment Dates:** WB Mason will coordinate with the individual schools to accommodate their reduced summer hours, as well as spring and winter breaks. Their ability to pack and ship orders during every month of the year is guaranteed, in addition, they are flexible to ship out in bulk or by individual, teacher, or department orders to ensure a complete delivery.

**Billing/Invoicing:** They will provide invoicing as frequently as necessary. They will address the needs of each customer individually and provide the method and frequency of invoicing on an individualized basis.

#### **Part B (Catalog % Discount Only) Awarded Contractors:**

##### **CASCADE OFFICE SUPPLIES, INC. COMMBUYS PO-14-1080-OSD01-OSD10-00000000330**

**Awarded Part B**

**"Cascade School Supplies" Catalog #80: 35% Off**

**Specialty Items (i.e. Kilns, Clays, etc.): 0%**

**Prompt Payment Discount (PPD):** 1% for 10 Days

**Contract Manager:** Todd Shafer, telephone 800-628-5078

**Order Placement:** Help desk number is 800-628-5078 Ext. 10

**Order Placement on line:** Go to [www.cascadeschoolsupplies.com](http://www.cascadeschoolsupplies.com). From the yellow toolbar select "Become a Member". Scroll down to the field for "School Code" (please call 1-800-628-5078 for your school code). Once you receive the code, enter it and select "auto fill". This will populate the fields on the left of the screen. You will need to fill in the fields to the right which includes a user ID and password of your choosing. Once you have completed this you will be able to log in using your user ID and password and place orders. The prices you see will be your discounted prices. If you have the Cascade item numbers you intend to order it is suggested that you use the "Bulk Entry" option. If not, you can view a list of the bid items by hovering the mouse over "Bulk Entry" and selecting "Bid Items" or you can search for items using a keyword or by category by selecting the catalog shop option. Please contact the contract manager, Todd Shafer, at 800-628-5078 or email to [todd@cascadeschoolsupplies.com](mailto:todd@cascadeschoolsupplies.com) if you have questions. You may also call 800-628-5078 to be directed to your sales representative or customer services department. Orders can be placed via the following methods:

Phone: 800-628-5078, Fax: 866-298-6578, or Internet: [www.cascadeschoolsupplies.com](http://www.cascadeschoolsupplies.com)

During the months of October through June, orders for in-stock items can be shipped within 48 business hours. Orders for items shipped directly from the manufacturer are subject to manufacturer's lead-time. Please contact Customer Service for expected ship dates.

**Order Cut-Off and Shipment Dates:** Orders for back to school delivery received before June 20th and after September 15 will ship within 48 hours of receipt. Bulk School or district wide orders received after June 20th and before September 15<sup>th</sup> may take up to a week for delivery due to increased volume at that time. Customers can request specific delivery windows and they will be delivered accordingly. Winter and spring break orders will be handled normally with a phone call to verify that there is someone to receive the shipments. All packages/orders are shipped to the specified attention line and ship-to location indicated on the purchase order.

**Billing/Invoicing:** July 1st billing is available for orders for the back-to-school season shipped prior to that date. Cascade can provide consolidated billing to reflect school totals in bulk or by separate order.

#### **KAPLAN EARLY LEARNING COOMBUYS PO-14-1080-OSD01-OSD10-00000000333**

##### **Awarded Part B**

**"The Early Childhood Edition Catalog" and "Elementary Literacy Catalog": 16% Off**

**Specialty Items (i.e. Kilns, Clays, etc) N/A**

**Prompt Payment Discount (PPD):** 1% for 30 Days

Exceptions to this discount are: Offer is not valid with other sales or discounts. Offer does not apply to outdoor playground equipment & services, lofts, computers & accessories, assessment & screening materials, curriculum, and professional development. Next day/2nd day air shipping excluded from the offer.

**Order Placement:** *To receive contract pricing, Eligible Entities must reference Kaplan contract number 3060 in addition to statewide contract OFF35.* Kaplan will accept orders via telephone, fax or email. Kaplan's catalogs are available online and orders can be made using the website: [www.kaplanco.com](http://www.kaplanco.com).

To ensure complete adherence to the contract terms and conditions as well as privacy for individual users, it is strongly suggested that Eligible Entities who wish to order online be set-up as My Kaplan customers. This may be easily performed by clicking "My Kaplan" on Kaplan's website or by contacting Total Customer Care at 800-334-2014. Customized user name and password can be requested. Kaplan's Total Customer Care staff members are thoroughly trained in all contract requirements, have expertise in customer relations and problem resolution, and possess the ability to see orders from entry to delivery. Assigned personnel for this contract are:

Dave Kulick Territory Manager 860-460-2350

Paula King Total Customer Care Manager 800-334-2014 Ext. 6279

Kate Shelton Bids/Contracts Manager 800-334-2014 Ext. 6126

**Order Discrepancies:** If a discrepancy or concern surfaces, the customer is contacted for clarification. Order replacements will be processed on the date notified if an item discrepancy occurs. Kaplan's Total Customer Care team will contact the respective carrier to schedule a pick-up of damaged merchandise. Unused items may be returned by calling the customer service center to request a return authorization number. Please have your account number and order number when calling for quick assistance. Unauthorized returns and returns that are a result of customer ordering error can be subject to freight charges. Before signing any delivery receipt, please check all packages for damage or carton shortages. Note any damage or discrepancies on the receipt before signing.

**Billing/Invoicing** Kaplan will accept both purchase orders and P-Cards for payment. All purchase orders will be invoiced only for products shipped. Kaplan will distribute invoices in any manner that the customer requires. This includes, but is not limited to: supplying numerous copies, mailing invoices to various locations, and flexibility of invoice such as pre-invoicing backorders, etc. Kaplan will issue a statement to the Eligible Entity once a month showing purchasing made, payments received, and outstanding balances. If issues arise, the Eligible Entity may contact Kaplan's Total Customer Care team for resolution at the toll-free number: 800-334-2014.

#### **KURTZ BROS COMMBUYS PO-14-1080-OSD01-OSD10-00000000336**

##### **Awarded Part B**

**"Kurtz Bros." Catalog No. 118: 35% Off**

***Excludes Furniture & Equipment Pages 586-798***

**Specialty Items (i.e. Kilns, Clays, etc) 35% off**

**Prompt Payment Discount (PPD) 1% for 10 Days**

**Order Placement:** For Internet ordering, the following link will take you directly to the CT/MA ordering webpage: [http://www.kurtzbros.com/servlet/SpecialPricing?promo\\_code=35](http://www.kurtzbros.com/servlet/SpecialPricing?promo_code=35). To





place an order by phone contact Customer Assistance at: 800-252-3811 or email [custserv@kurtzbros.com](mailto:custserv@kurtzbros.com).

**Order Cut-Off and Shipment Dates:** No order cut off dates. During the summer months, Kurtz Bros. brings in extra personnel to pick-pack-ship school orders, as they understand how important it is to get the school's orders to them before the start of school. During winter and spring breaks, they are fully staffed, and have additional people on standby should the need arise.

**Billing/Invoicing:** Accepts credit card as payment, no additional fees. Credit Card will not be charged until the order has shipped. Invoices are mailed out in duplicate daily as they are processed. Also, they offer the option of emailing or faxing them if requested. Invoices are assigned a 5-digit number followed by a 2 digit extension (ex 55456.00). If there are backorders, they will then be invoiced with the same invoice number but with a .01 extension. This extension continues until all items on the order are billed.

#### **LAKESHORE LEARNING COMMBUYS PO-14-1080-OSD01-OSD10-00000000338**

##### **Awarded Part B**

**"Lakeshore Learning and Lakeshore Elementary Catalogs": 8% Off**

**Specialty Items (i.e. Kilns, Glazes, Clays, etc.) 8%**

***USERS MUST REFERENCE "PER C.1388 & OFF35" ON ALL PURCHASE ORDERS.***

**Prompt Payment Discount (PPD): 1% for 20 Days**

**Order Placement on line:** Eligible Entities can order online

[www.lakeshorelearning.com/mastate](http://www.lakeshorelearning.com/mastate)

**No usernames or passwords required; the system automatically logs you in to the site.**

**Customer Service:** Customer Service Department is 800-428-4414

**Account Manager:** Tery Amaya (800) 421-5354 x 2986 [tamaya@lakeshorelearning.com](mailto:tamaya@lakeshorelearning.com)

**Order Cut-Off and Shipment Dates:** All orders placed will be received within 7-10 days after receipt of order, or will be delivered in accordance with a specified delivery window. Lakeshore Learning has the ability to receive and hold orders according to delivery needs, and can also ship within 1 day of receipt. Contact them for any expedited shipments that you may need. Please note: they do not drop ship from outside vendors; you will never receive unexpected invoices from multiple suppliers (nor multiple warehouses) for goods or shipping charges. Every order that leaves Lakeshore has a detailed master packing list.

**Billing/Invoicing:** Lakeshore can accommodate requests for individual locations to receive invoices when they are both the bill-to and ship-to address.

#### **OFFICE DEPOT, INC. COMMBUYS PO-14-1080-OSD01-OSD10-00000000341**

##### **Awarded Part B**

**"Office Depot Classroom Solutions Catalog": 62% Off**

**with the exception of electronics and teaching resources/software 55% off**

**Specialty Items (ie Kilns, Glazes, Clays, etc.) N/A**



**Prompt Payment Discount (PPD)** – 1% for 15 days

**Order Placement:**

Customer Service Tel: 888-263-3423

Customer Service Fax: 888-813-7272

- Account Manager Massachusetts: Wendy Rawitz 508-460-5011x319

[wendy.rawitz@officedepot.com](mailto:wendy.rawitz@officedepot.com)

Order Placement on line: Office Depot's web address is: <http://business.officedepot.com>

**Commonwealth of Massachusetts username is: off35/password is: off35**

**Order Cut-Off and Shipment Dates:** Customers can place orders on a business day on the website or by telephone by 5:00 PM local time for in stock items and the delivery will be made the next business day. Fax and email orders must be placed by 3:00 PM Eastern Time for next business day delivery. The customer can schedule the delivery for any business day after the first offered date to accommodate vacation, break, and other school system closures and have the order arrive on the selected date. They can accept and pack orders on any business day of the year.

**Billing/Invoicing:** Office Depot can provide accounts to set up their billing format based on their individual needs and they can provide complete individual invoices and consolidated billing program on a local, agency or state level. An invoice is generated for each order placed by a customer. The invoices can be sent in daily or weekly intervals directly to the primary address or indirectly to the "Ship To" location(s).

**S & S WORLDWIDE COMMBUYS PO-14-1080-OSD01-OSD10-00000000343**

**Awarded Part B**

**"Worldwide Education and Active Learning" Catalogs: 20% Off**

**Specialty Items (i.e. Kilns, Clays, etc) N/A**

**Prompt Payment Discount (PPD):** 2% for 10 Days

**Order Placement:** S & S Worldwide's Call Center operators can be reached at telephone number 800-288-9941. Their Customer Service Department's telephone number is 800-937-3451. Their Call Center will gladly assist with product information or questions in general.

**Order Cut-Off and Shipment Dates:** S&S has the ability to future-date all orders to ensure delivery according to customer requirements. All orders are shipped according to the information contained within the purchase order. The ship to information supplied by the customer will determine who receives the product.

**Billing/Invoicing:** Invoices are created and mailed within 24 hours of order shipment. These invoices are computer generated. S&S has the ability to provide their customers with any information related to their invoice. Upon request, the invoice can be sent to the order from or ship to address on the purchase order.

**STAPLES, INC. COMMBUYS PO-14-1080-OSD01-OSD10-00000000346**

**Awarded Part B**





**“Staples – School Supplies Catalog”: 50% Off**

Specialty Items (i.e. Kilns, Clays, etc) N/A

**Prompt Payment Discount (PPD):** 1% for 15 Days

**Order Placement:** Please contact your existing Staples Advantage Account Manager if you are doing business with Staples Advantage today, or contact the Staples Contract customer service department to be contacted by a representative to set up your account. Please reference the Commonwealth of Massachusetts OFF35 contract.

Staples Customer Service: 1-877-826-7755

For more information, contact your dedicated Staples Advantage representative, Maura Curran, at [maura.curran@staples.com](mailto:maura.curran@staples.com) or 800-617-1712 ext. 405.

**Order Cut-Off and Shipment Dates:** Free next day delivery Monday through Friday for orders placed by 5:00pm.

**Billing/Invoicing:** Staples can provide consolidated billing at any level within your organization including budget and department codes. Each consolidated billing package can contain multiple levels of data showing shipment detail, invoice detail and usage detail for all shipments within a billing period. You can choose daily, weekly, biweekly, semimonthly or monthly billing frequency. Invoicing is provided in paper, pdf, or excel electronic formatting. Procurement cards, checks, ACH and EFT payments accepted.

## Additional Information

**Excluded items:**

- Digital Duplicating Supplies
- Multipurpose Copy Paper including 25% Cotton Bond Paper
- Audiovisual Equipment, Supplies & Services
- All School & Office Furniture including School & Early Childhood Playground Equipment
- Any items requiring installation to a permanent/fixed structure
- Additional items reviewed during the term of the contract that overlap a statewide contract

## At a Glance Guide for MMARS Users:

| Vendor Line: | Vendor Code: | Vendor Name:              |
|--------------|--------------|---------------------------|
| 1            | VC6000253285 | Kaplan Early Learning Co. |
| 2            | VC6000252009 | School Specialty, Inc.    |
| 3            | VC6000264492 | Lakeshore Equipment Co.   |

| <b>Vendor Line:</b> | <b>Vendor Code:</b> | <b>Vendor Name:</b>                           |
|---------------------|---------------------|---|
| <b>4</b>            | <b>VC6000199860</b> | <b>S&amp;S Worldwide Inc.</b>                 |
| <b>5</b>            | <b>VC6000160898</b> | <b>W.B. Mason</b>                             |
| <b>6</b>            | <b>VC0000633503</b> | <b>Kurtz Bros. Inc.</b>                       |
| <b>7</b>            | <b>VC6000156830</b> | <b>Cascade School Supplies Inc.</b>           |
| <b>8</b>            | <b>VC6000259449</b> | <b>Office Depot</b>                           |
| <b>9</b>            | <b>VC0000173028</b> | <b>Staples Contract &amp; Commercial Inc.</b> |

## Summary of Where to Obtain Important Contract Information

The RFP is posted on the Connecticut website: <http://www.das.state.ct.us/cr1.aspx?page=12>

To view the solicitation:

- 1) On the State Contracting Portal, click on "CONTRACTS & SOLICITATION RESULTS" under "Search for all:" in the "Doing Business with the State" section.
- 2) This will bring you to the "State Contracting Portal Search" page. Under "Search Contracts/Results" enter the contract number "12PSX0108" in the Contract Number field then click "Search Contracts" button.
- 3) The contract information will then be displayed. Click on the Contract Number "12PSX0108" to view the contract detail information.

## COMMBUYS

### How to place an order

- Once a price has been obtained and selected the ordering process is as follows:
- Initiate a new requisition
- Search for an item (Use OFF35) in the description
- Select the vendor you will be placing an order with
- Enter Quantity
- Enter the total price
- Add additional items if required
- Submit for approval

### Where to find complete OFF35 contract information on COMMBUYS

If additional statewide contracts details are required please refer to the OFF35 files listed under the Conversion Vendor **C134572-vCurrent** link. This link provides detailed information as it relates to the statewide contract RFR, award information and specifications.

If you need additional assistance please contact the Commbuys help desk at [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us) or during normal business hours (8am - 5pm ET Monday - Friday) at 1-888-627-8283 or 617-720-3197.

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